



CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza de Armas San Antonio, Texas 78205
(210) 207-8108
www.sanantonio.gov

MANAGEMENT ASSISTANT
CITY MANAGER'S OFFICE
\$46,579.81 TO \$69,869.72

The City of San Antonio is recruiting for three Management Assistants in the Office of the City Manager, to provide professional support to Assistant City Managers with oversight over the following Departments:

Animal Care Services	Fire
Housing & Neighborhood Services	Police
Planning & Development Services	Aviation
Office of Historic Preservation	Capital Improvement Management Services
Convention Sports and Entertainment Facilities	Office of Cultural Affairs

Essential job functions include, but are not limited to the following: review and analysis of various proposals and projects; monitoring and tracking of special projects, priorities and City Council inquiries; liaison support on special projects; preparation of reports and correspondence as needed; completion of special assignments as needed; and assistance in monitoring of departmental budgets; performance measures and day to day issues. The ideal candidate should possess knowledge of municipal or public sector operations, with excellent communications skills and an established ability to create and maintain effective working relationships, specifically with managerial and support staff within the Offices of the City Manager, Mayor and City Council and other City Departments.

This position requires the successful candidate possess a Bachelor's Degree from an accredited college or university, with at least of year of work experience in a managerial, administrative, research or related capacity. A Master's Degree is desirable. The selected candidate must have at least one (1) year of experience in working for the City. Prior participation in the City's Leadership Development Program is preferable. A valid Class "C" Texas Driver's License is mandatory.

Salary is negotiable depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. Interested applicants should submit the following:

1. A cover letter and resume, detailing work and education history, including dates for work assignments;
2. A one-page, typewritten statement (approximately 250 words) outlining the applicant's primary reason for seeking this position; and
3. Three to five work references, including one from a past or present supervisor within the City organization.

All information should be submitted to the City of San Antonio Human Resources Department, attention Brian Yeich, Sr. Human Resources Administrator, PO Box 839966, San Antonio, Texas 78253. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:45 AM to 4:30 PM at the Human Resources Department, 111 Plaza De Armas in downtown San Antonio. These positions will remain open until filled.